

POLICIES, PROCEDURES AND REQUIRED FORMS

Interdepartmental Regulation of Children's Residential Facilities

Provider:		License #:	
Date of Review:		Specialist:	
Regulation/Section	Standard	Score	
§110.C	Responsibilities of Licensee	Written statement of the philosophy and the objectives of the facility including a description of the target population and the program to be offered	
§120	Fiscal Accountability		
	§120.A.1	An operating statement showing revenue and expenses for the fiscal year just ended;	
	§120.A.2	A working budget showing projected revenue and expenses for the next fiscal year that gives evidence that there are sufficient funds to operate	
	§120.A.3	A balance sheet showing assets and liabilities for the fiscal year just ended.	
	§120.B	A system of financial record keeping that shows a separation of the facility's accounts from all other records	
§150	Weapons policy	Possession and use of firearms, pellet guns, air rifles, and other weapons on the facility's premises the policy shall provide that no firearms, pellet guns, air rifles, or other weapons shall be permitted on the premises unless the weapons are:	
		o In the possession of licensed security personnel,	
		o Kept securely under lock and key, or	
		o Used under the supervision of a responsible adult in accord with policies and procedures developed by the facility for the weapons' lawful and safe use	
§220	Written Personnel policy	Personnel policies:	
	§220.A	Readily accessible to each staff member	
	§220.B	To ensure persons employed in or designated to assume the responsibilities of each position possess the knowledge, skills and abilities specified in the job description for the position.	
<input type="checkbox"/> Staff Orientation Form for Employees, Contractors, Volunteers and Students -§240.A, §310 & §1000 <input type="checkbox"/> Objectives & philosophy <input type="checkbox"/> Confidentiality <input type="checkbox"/> Human Rights <input type="checkbox"/> Personnel policies <input type="checkbox"/> Resident supervision <input type="checkbox"/> Emergency preparedness & fire procedures <input type="checkbox"/> Infection control			
<input type="checkbox"/> Staff Training and Development Form -§240 Retraining in: <input type="checkbox"/> ER preparedness, <input type="checkbox"/> Human Rights, <input type="checkbox"/> Behavior management <input type="checkbox"/> CPR/First Aid <input type="checkbox"/> Medication administration			
<input type="checkbox"/> Performance Evaluation Form-§230.B (5) <input type="checkbox"/> Core Job Responsibilities/Performance Elements <input type="checkbox"/> Developmental goals <input type="checkbox"/> Training needs			
§310.A	Volunteers & Students	Selection and use of volunteers and students, if used.	
§530	Admission Criteria	Criteria for admission which shall include:	
	§530.A.1	o A description of the population to be served;	
	§530.A.2	o A description of the types of services offered; and	
	§530.A.3	o Intake and admission procedures.	
§540	Confidentiality of	Policy shall address:	

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	records		
	§540.D	o Acquiring information, access, duplication, and dissemination of any portion of the records.	
		o What information is available to the resident	
	§540.I	o The preservation of records in the event the facility ceases operation	
		o Notifying the regulatory authority of the preservation plan, and	
		o Retention of and access to automated records.	
	§540.J	o Facilities using automated records - procedures for backing up records	

☐ **Release of Information Form-§80.B (4) (Human Rights)**

- ☐ Specify what is to be released
- ☐ Dated
- ☐ Notification it can be revoked
- ☐ Expiration date
- ☐ Signatures of resident & LAR

§560	Human Research	Implement a written policy stating that residents will not be used as subjects of human research; or	
		Document approval, as required by the appropriate regulatory authorities, for each research project using residents as subjects of human research.	
§570	Emergency or self-admissions	Facilities accepting emergency or self-admissions - procedures to make and document prompt efforts to obtain:	
		o (i) a written placement agreement signed by the legal guardian or	
		o (ii) the order of a court of competent jurisdiction	
§650	Discharge Criteria	Criteria for discharge that shall include:	
		o Criteria for a resident's completing the program which are consistent with the facility's programs and services;	
		o Conditions under which a resident may be discharged before completing the program; and	
		o Procedures for assisting placing agencies in placing the residents should the facility cease operation	

☐ **Transfer Form-§640**

- ☐ Written confirmation of the admission decision to the legal guardian
- ☐ Receipt from sending facility of a written summary of residents progress, strengths & needs

☐ **Discharge Form-§650**

- ☐ Services provided to resident
- ☐ Resident's progress toward meeting objectives
- ☐ Resident's continuing needs, & recommendations for further services
- ☐ Reasons for discharge
- ☐ Dates of Admission & discharge
- ☐ Date discharge summary prepared & signature of preparing it
- ☐ Documentation that resident, placing agency & LAR are participants in developing the plan

§10-700.A	Health care procedures	Health care procedures for promptly:	
		o Providing or arranging for the provision of medical and dental services for health problems identified at admission;	
		o Providing or arranging for the provision of routine ongoing and follow-up medical and dental services after admission;	
		o Providing emergency services for each resident as provided by statute or by the agreement with the resident's legal guardian, and	

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- | | | |
|--|--|---|
| | | <ul style="list-style-type: none"> ○ Providing emergency services for any resident experiencing or showing signs of suicidal or homicidal thoughts, symptoms of mood or thought disorders, or other mental health problems |
|--|--|---|

☐ **Health Form-§700**

- ☐ Allergies
- ☐ Recent physical complaints & medical conditions
- ☐ Chronic conditions
- ☐ Communicable diseases
- ☐ Handicaps & restrictions, if any
- ☐ Past serious illness, injuries & hospitalizations
- ☐ Past serious illness, injuries & hospitalizations of parents & siblings
- ☐ Current & past medications
- ☐ Current & past substance abuse history
- ☐ Immunizations
- ☐ Communication problems
- ☐ Sexual health & reproductive history

☐ **Resident Physical Examination Form-§710.C**

- ☐ Immunizations administered
- ☐ Vision exam
- ☐ Hearing exam
- ☐ General physical condition
- ☐ Free of communicable disease, including TB
- ☐ Allergies
- ☐ Chronic conditions
- ☐ Handicaps
- ☐ Nutritional requirements, special diets
- ☐ Restrictions on physical activities
- ☐ Recommendations for further treatments, immunizations, or other examinations
- ☐ Date
- ☐ Signature of physician, designee, or health dept

☐ **Emergency Room (ER) Medical Information Form §700.B**

- ☐ Name, address, & phone number of physician
- ☐ Name, address, & phone number of dentist
- ☐ Name, address, & phone number of relative or other person to be contacted
- ☐ Medical insurance information
- ☐ Use of medications
- ☐ Medication allergies
- ☐ History of substance abuse
- ☐ Significant past or present medical problems
- ☐ Communication problems, if any

§710.H	Risk Management	Communicable and contagious medical conditions including the use of universal precautions	
§740.E	Supervision	Supervision of residents	
§770	Pat downs		
	§770.B	Facility that does not conduct pat downs shall have a written policy prohibiting them	
	§770.C	Facility that conducts pat downs shall have policies, which include pat downs shall be:	
		○ limited to instances where they are necessary to prohibit contraband;	
		○ conducted only in accordance with the written policies and procedures;	
		○ conducted by personnel of the same gender	

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		as the client being searched;	
		o conducted only by personnel who are specifically authorized to conduct searches by the written policies and procedures; and	
		o conducted in such a way as to protect the subject's dignity and in the presence of one or more witnesses	
§780.A	Behavior management	Behavior management/documenting and monitoring the management of resident behavior. Rules of conduct shall be included in the written policies and procedures.	
§790.A		Conditions of confinement and maximum period of confinement (based on the resident's chronological and developmental level)	
<input type="checkbox"/> Monitoring Behavior Management Form- §800.A (5)			
§820.A & B	Physical restraint	Physical restraint - shall include methods to be followed should physical restraint, less intrusive interventions, or measures permitted by other applicable state regulations prove unsuccessful in calming and moderating the resident's behavior.	
<input type="checkbox"/> Seclusion and Restraint Documentation Form- §810, §820, §830 & §840			
<input type="checkbox"/> Date <input type="checkbox"/> Time <input type="checkbox"/> Staff involved <input type="checkbox"/> Circumstances <input type="checkbox"/> Reasons for use <input type="checkbox"/> Duration <input type="checkbox"/> Method of restraint/seclusion used <input type="checkbox"/> Less intrusive measures, which were unsuccessfully used first			
<input type="checkbox"/> Suspected Abuse/Neglect Form-§960.D			
<input type="checkbox"/> Date & Time suspected abuse occurred <input type="checkbox"/> Description of the Incident <input type="checkbox"/> Action taken as a result of incident <input type="checkbox"/> Name of person to who report was made at CPS <input type="checkbox"/> Date, Time & Name of Human Rights Advocate incident was reported to			
§ 860.A	Religious activities	Opportunities for religious activities	
§ 870.A	Recreation program	Description of recreation program	
§880.B	Community activities or programs evaluation procedure	Procedures for evaluating persons or organizations in the community who wish to associate with residents on the premises or take residents off the premises - procedures shall cover how the facility will determine if participation in such community activities or programs would be in the residents' best interest.	
§900.B	Allowances	Allowances	
§900.C	Policy on funds of individuals	Safekeeping and record keeping of resident's money and power equipment.	
<input type="checkbox"/> Financial Information Form- expenditures and disbursement of resident's funds-§900			
<input type="checkbox"/> Staff involved <input type="checkbox"/> Resident involved <input type="checkbox"/> Amount of funds <input type="checkbox"/> Date <input type="checkbox"/> Purpose			
§910.D	Work & pay of residents	Procedures to ensure that the work and pay of residents complies with applicable laws governing	

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		wages and hours and laws governing labor and employment of children.	
§920.A	Visitation policies & procedures	Visitation policies and procedures which allow reasonable visiting privileges and flexible visiting hours except as permitted by other applicable state regulations.	
§930.B	Safety rules	Safety rules which shall include taking head counts at each stop, which are appropriate to the population served, for transportation of children.	
§930.C		Safety rules for use and maintenance of vehicles	
§960.A	Child abuse and neglect policy	Child abuse and neglect including:	
		Handling accusations against staff; and	
		Promptly referring, consistent with requirements of the <i>Code of Virginia</i> , suspected cases of child abuse and neglect to the local child protective services unit; and cooperating with the unit during any investigation	
§965	Grievance procedures	Handling of grievances by children. If not addressed by other applicable standards, the policies and handling of grievances by children procedures shall:	
	§965.1	o Be written in clear and simple language;	
	§965.2	o Be communicated to the residents in an age or developmentally appropriate manner;	
	§965.3	o Be posted in an area easily accessible to residents and their parents and legal guardians;	
	§965.4	o Ensure that any grievance shall be investigated by an objective employee who is not the subject of the grievance; and	
	§965.5	o Require continuous monitoring by the licensee of any grievance to assure there is no retaliation or threat of retaliation against the child.	
<input type="checkbox"/> Grievance Procedure Form-§965			
§970.A	Emergency and evacuation procedures	Written procedures shall be developed/implemented for responding to emergencies, including but not limited to:	
	§970.A.1	o severe weather.	
	§970.A.2	o loss of utilities	
	§970.A.3	o missing persons	
	§970.A.4	o severe injury and	
	§970.A.5	o emergency evacuation, including alternate housing	

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☐ **Emergency Preparedness Numbers Posted-§750**

- ☐ Fire
- ☐ Police
- ☐ Poison control
- ☐ Administrator
- ☐ Nearest hospital,
- ☐ Ambulance service,
- ☐ Rescue squad and
- ☐ Other trained medical personnel

§970.B	Responsibilities of staff and residents	Written procedures shall address responsibilities of staff and residents regarding:	
	§970.B.1	o Sounding of an alarm;	
	§970.B.2	o Emergency evacuation including assembly points, head counts, primary and secondary means of egress, evacuation of children with special needs, and verifying complete evacuation of the buildings;	
	§970.B.3	o Alerting emergency authorities; and	
	§970.B.4	o Use of emergency equipment.	
§970.C.	Special needs residents	Handling of residents with special needs.	
§990	Written fire plan	Fire plan procedures	

☐ **Fire Safety Drills Form-§330 & §970**

- ☐ Date/Shift/Time
- ☐ Staff participating
- ☐ Number of residents
- ☐ Location of Fire
- ☐ Time started; time finished
- ☐ Total time
- ☐ Head count
- ☐ Problems noted
- ☐ Dated/signed

☐ **Facility Inspection Checklist Form-§470**

- ☐ Smoke detectors
- ☐ Fire extinguishers
- ☐ ER lighting
- ☐ First Aid Kit
- ☐ Needed repairs
- ☐ Extension cords
- ☐ Outside grounds
- ☐ Outside lighting
- ☐ Building exterior
- ☐ Floors
- ☐ Restrooms
- ☐ Cleanliness
- ☐ Safety hazards
- ☐ Washer/dryer
- ☐ Furniture
- ☐ Refrigerator/freezer
- ☐ Windows/screens
- ☐ Locks
- ☐ Laundry supplies
- ☐ Personal hygiene supplies
- ☐ Emergency food/water
- ☐ OSHA Kit
- ☐ Security alarm

